



# Indiana State Department of Health

## **2019 Grant Funding Application:** Preparation of a Community-wide Bicycle and Pedestrian Master Plan

**Applications are due by 4:00 pm, Thursday, December 19, 2019**

The Indiana State Department of Health (ISDH) Division of Nutrition and Physical Activity (DNPA) invest in partnerships and activities that work towards *improving the health of all Indiana residents*. The DNPA focuses on increasing healthy eating and physical activity and decreasing obesity. Poor nutrition, sedentary behaviors, and obesity are serious threats to the health, academic achievement, and productivity of Indiana's residents. Each of these threats is linked to an increased risk for chronic diseases such as heart disease, stroke, some cancers, and diabetes. Chronic disease is the leading cause of death and disability in Indiana. The adoption of bicycle and pedestrian master plans by Indiana communities is seen as an effective way to invest in changes to policy and the built environment that supports healthy community outcomes.

### **BICYCLE AND PEDESTRIAN MASTER PLAN FUNDING OVERVIEW**

The DNPA has worked with numerous communities throughout Indiana to create plans and policies that result in safer and better walking and bicycling environments. The DNPA is providing matching funds to communities to assist in the preparation of community-wide Bicycle and Pedestrian Master Plans to facilitate more active living and higher rates of physical activity in Indiana. This funding will assist in the preparation of two or more community-wide Bicycle and Pedestrian Master Plans in 2020. **This particular announcement is for one round of funding.** This round of funding is for projects that are anticipated to start in the spring of 2020 and be substantially completed by December 31, 2020.

Key Deliverables of the plans will be:

- A formal evaluation of the existing pedestrian and bicycle network, policies, and programs
- Policy and programming recommendations
- Prioritized route, facility type and maintenance recommendations, with cost analysis
- Action plan recommendations for implementation of the plan for the next five years
- Substantial public input is required as part of the planning process

### **CALL FOR APPLICATIONS AND ELIGIBLE APPLICANTS**

The DNPA is seeking applications from communities in Indiana interested in using grant funds to assist in the preparation of these plans. Successful applicants will be selected based on their level of readiness to plan for and implement bicycle and pedestrian improvements, as well as their willingness to consider policy, planning, and the built environment changes necessary to foster healthy and active communities. Eligible applicants include incorporated communities in Indiana.

## **PROGRAM FUNDING REQUIREMENTS**

Grant awards will be provided based on the population within the corporate limits of the community or county covered by the plan (using the most current US Census data available). Communities under 15,000 population are eligible to apply for \$10,000 grants and communities over 15,000 population are eligible to apply for \$20,000 grants. Combining two or more communities in a single grant application is encouraged. A dollar for dollar local match is required from a municipality or eligible applicant. Funding will pay for consulting fees to prepare the plan. Other expenses will not be reimbursed as part of this funding. In-kind labor cannot be considered a match. The funding is available for planning only and cannot be spent on the preparation of construction documents, implementation activities, equipment or construction. Final approval of funds will be contingent upon the preparation of an approved grant agreement between the ISDH and the applicant that includes other State required conditions necessary for the approval. Final funding reimbursement will require formal adoption of the plan by the appropriate legislative body as an amendment to the community's comprehensive plan. If the plan includes more than one community, each community shall formally adopt the plan reflecting the boundaries of each community's individual planning jurisdiction and meeting the requirements of state statute for the amendment of comprehensive plans. Proof of the plan adoption will be required.

## **THE PLANNING PROCESS**

The planning process required for the use of these funds will be community-focused through public participation and evidence-based recommendations. The objectives of the planning process are:

- Robust public participation to help guide the decision-making process.
- Prioritize investments in walking and biking based on cost, use, and overall network connectivity.
- Leverage routine maintenance and upgrades to build a connected biking and walking network.
- Strengthen applications for future state and federal funding opportunities.
- Integrate encouragement, education, enforcement, and evaluation into existing community activities.

Public engagement and plan content, which will be defined with each community during the preparation of the grant agreement with ISDH, can be tailored to address specific community needs. A standard, detailed scope of work is available from DNPA for all applicants. It is anticipated that all successful grantees will attend an in-person project scoping workshop in Indianapolis prior to initiating and hiring consultants for their projects.

## **APPLICATION SUBMITTAL**

**Applications are due by 4 PM on Thursday, December 19, 2019.** Applications may be submitted via mail, email (one, combined PDF document) or in-person at the offices of ISDH/DNPA. Email submission shall be addressed to [pefritz@isdh.in.gov](mailto:pefritz@isdh.in.gov). Mail submissions require an e-mail notification of the application to [pefritz@isdh.in.gov](mailto:pefritz@isdh.in.gov) and shall be addressed to:

**Pete Fritz, AICP, PLA**  
Healthy Communities Planner  
Indiana State Department of Health  
Division of Nutrition and Physical Activity  
2 N. Meridian St.  
Indianapolis, IN 46204

## **REQUIRED APPLICATION DOCUMENTS**

Applications shall include the following documents:

1. A cover letter on the sponsoring community's letterhead, signed by the highest elected official in the community that states a commitment of the required matching funds during the year that the funding is being applied for. The letter should also include key contact information for one person

that can be notified during the application review process for more information and/or award notice.

2. One response to the application questions below, not to exceed a total of six pages in length.
3. A minimum of three letters of support from community stakeholders, such as the local school corporation, Chamber of Commerce, community organizations, elected officials, neighborhood associations, local health organizations, etc.

### **RIGHT TO REJECT**

The DNPA reserves the right to:

- Reject any or all applications submitted.
- Request additional information from any or all respondents.
- Conduct discussions with respondents for the purpose of clarification to assure understanding of, and responsiveness to, the solicitation requirements.
- Negotiate final modifications to a respondent's application prior to the final award for the purpose of obtaining the best application.

### **REQUIRED APPLICATION QUESTIONS**

1. What is your community's vision for the future (as described and supported by adopted planning documents), and how will a Bicycle and Pedestrian Master Plan contribute to achieving this vision? Describe your community's interest in and need for a bicycle and pedestrian plan, mention any planning documents addressing bicycle and pedestrian issues.
2. How does your municipality's current zoning and development code contribute to or detract from biking and walking for transportation and recreation?
3. Are there currently any programs, events, or activities offered in your community to encourage walking, bicycling, or using public transit?
4. Describe the current state of your community's transportation system, including bicycle and pedestrian infrastructure. Highlight any projects your municipality has undertaken in the last 10 years to improve biking or walking in the community, such as building sidewalks or trails, installing bikeways, cross walks, or traffic calming.
5. Are there any specific gaps, barriers, projects, or opportunities that you feel should be addressed in a Bicycle and Pedestrian Master Plan for your community?
6. Participation from various community departments leads to a successful planning process and subsequent implementation of the plan. List how each department in your community will contribute to the planning process and the implementation of a Bicycle and Pedestrian Master Plan.
7. Support from elected officials is key to the planning process, including approval and implementation of the plan. How will your community inform and engage elected officials throughout the planning process?
8. Describe your public outreach process for informing and engaging residents in your most recent planning effort. How does your community communicate with community members and stakeholder groups in order to share information and encourage participation in civic affairs?